

Job Opportunity Bulletin

Post Date: SEPTEMBER 3, 2015

STAFF SERVICES MANAGER I

Salary Range: \$5,311 - \$6,598
Permanent, Full Time

FINAL FILING DATE: **SEPTEMBER 18, 2015**

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

This position provides oversight of policies and procedures associated with quality management initiatives related to services for individuals with developmental disabilities transitioning from developmental centers into the community.

For complete duties, please see the duty statement on the following page.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Principles and practices of employee supervision, development and training.
- ❖ Analytical concepts, principles, and techniques.
- ❖ Government structure, organization and function.
- ❖ Planning, policy and systems/management analysis and program evaluation.
- ❖ Project management principles, including work plan development and budgeting.
- ❖ Use of Microsoft Word, Excel, PowerPoint, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-225-4800-101** on your application.

Minimum qualifications (MQs) will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

Please refer to:

Position # 473-225-4800-101

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: claudia.lutz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY SERVICES DIVISION
PROGRAM AND POLICY BRANCH
QUALITY MANAGEMENT SECTION**

DUTY STATEMENT

JOB TITLE: Staff Services Manager I**POSITION #:** 473-225-4800-101

POSITION DESCRIPTION: Supervises and directs administrative and analytical staff who are developing and implementing policies and procedures associated with quality management initiatives related to services for individuals with developmental disabilities. Performs complex and/or sensitive assignments that impact the structure and funding of initiatives. Primarily responsible for quality management initiatives related to individuals transitioning from developmental centers into the community.

SUPERVISION EXERCISED: Supervises one Staff Services Analyst, and two Associate Governmental Program Analysts/Community Program Specialist II's.

SUPERVISION RECEIVED: Reports to the Section Chief of the Quality Management Section.

EXAMPLES OF DUTIES:Essential Job Functions:

- 35% Performs the most sensitive and complex assignments associated with quality management initiatives targeted towards individuals transitioning from Sonoma Developmental Center, as well as, other developmental centers that include clarification of expectations, development of a plan, scheduling of timelines, monitoring/reporting on progress towards outcomes to a variety of internal and external stakeholders, and achievement of outcomes.
- 25% Assigns, directs, and supervises staff in their responsibilities related to developing and implementing policies and procedures associated with quality management initiatives.
- 20% Meets and confers with departmental, regional center, and developmental center staff, parent groups, community service providers, agencies, contractors, and outside entities in regard to activities and assignments.
- 5% Acts as Section Chief in the absence of the Section Chief.

Marginal Job Functions:

- 15% Performs the most sensitive and complex assignments associated with other quality management initiatives including Risk Management, the Quality Management Executive Committee, Direct Support Professional Training, and the National Core Indicators.

WORKING CONDITIONS: Open-spaced partitioned office. There is approximately 15% statewide travel. Ability to manage tight timelines and multiple priorities, sit for extended periods of time while using a personal computer or reviewing documents and working papers.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Analytical concepts, principles, and techniques;
- Government structure, organization and function;
- Planning, policy and systems/management analysis and program evaluation;
- Project management principles, including work plan development and budgeting;
- Use of Computer hardware and software, including Microsoft Word, Excel, PowerPoint and Outlook;
- The DDS' Quality Management system, mission, and values; and
- The principles and practices of employee supervision.

Ability to:

- Manage multiple projects in order to meet Departmental goals and objectives;
- Review and edit written reports;
- Work collaboratively and as a leader in multidisciplinary teams, and develop and maintain cooperative and harmonious relationships with regional center and developmental center administrators, other state agencies, peers, the public, and others;
- Reason logically and creatively;
- Analyze data and present ideas and information effectively both verbally and in writing;
- Supervise and coordinate the work of others;
- Perform legislation review and analysis;
- Apply quality management principles and techniques;
- Represent the Department, as requested by the supervisor; and
- Work independently and as part of a team.

CERTIFICATION OR LICENSE: None.